

# JOB VACANCY ANNOUNCEMENT

## U.S. MISSION - ACCRA

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The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **MONITORING, EVALUATION & GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST** in the Program & Project Development Office of USAID/Ghana. The position serves as USAID/Ghana's subject matter expert on evaluations and Geographic Information System (GIS), and is responsible for developing, reviewing, and implementing monitoring and evaluation systems throughout the Mission in close collaboration with technical offices.

**Education & Prior Work Experience:** A Bachelor degree in a development related field or research such as economics, agriculture economics, public health, primary education, democracy and governance, as well as academic and professional experience in statistical sampling and mathematics is required. Five years of progressively responsible prior experience in economic and/or social development is required. At least three years of this professional experience should be in the area of monitoring and evaluation. Experience should include statistical sampling, Geographic Information System, data analysis, research techniques and findings, and interpretation of findings in written and oral form.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

**Salary Range: GH¢ 34,074.00 – GH¢51,113.00 p.a. (depending on qualification and experience)**

### SUBMIT APPLICATION TO:

Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP194, Accra or  
by Email [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

### POINT OF CONTACT

Email: [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

*When submitting your application via email, please start the subject line with the position title.*

**CLOSING DATE: June 14, 2013**

**Please note that only short-listed applicants will be contacted.**

*USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.*

**POSITION DESCRIPTION**  
**MONITORING, EVALUATION & GEOGRAPHIC**  
**INFORMATION SYSTEMS SPECIALIST**

**Background**

USAID/Ghana implements development programs throughout Ghana with an annual budget of approximately \$171 million. The Mission is implementing sustainable development programs in the following sectors: Health; Economic Growth; Education; and Democracy, Rights, and Governance. Ghana is a focus country for several high profile U.S. Government initiatives such as Feed the Future, the President's Malaria Initiative, the President's Emergency Plan for AIDS Relief, and the Partnership for Growth in Africa.

The USAID/Ghana Program and Project Development (PPD) Office is responsible for conducting analysis, strategic planning, program budgeting, designing, monitoring, assessing, and evaluating development programs and projects pursuant to USAID/Ghana's Country Development Cooperation Strategy (2013-2017) and the Agency policies as outlined in its Automated Directives System.

**Basic Function of Position**

The position is located in the Program and Project Development Office of USAID/Ghana. The M&E/GIS specialist serves as USAID/Ghana's subject matter expert on evaluations and Geographic Information System (GIS), and is responsible for developing, reviewing, and implementing monitoring and evaluation systems throughout the Mission in close collaboration with technical offices. The specialist is responsible for providing support to technical offices on the development, implementation, monitoring, and evaluation of programs and projects, development of the Mission's performance management plan (PMP), supporting the Mission's use of (GIS), coordinating portfolio reviews, compiling annual Agency reports, and assisting in other PPD Office duties as assigned.

**Major Duties and Responsibilities**

Specific duties and responsibilities include: interpret and operationalize monitoring and evaluation policies and guidance; coordinate the monitoring and evaluation of the Mission's Country Development Cooperation Strategy; design and manage a Mission-wide monitoring and evaluation mechanism; coordinate portfolio reviews; coordinate the development and submission of the annual Performance Plan and Report; support the development and submission of the Operational Plan; conduct site visits; manage the GIS platform established for geo-referencing project locations; and participate in technical reviews of new and revised projects.

**A. Monitoring and Evaluation**

- Track performance progress and capture results, with a strong emphasis on crosscutting and Mission-wide development objectives.
- Report on progress related to performance and impact for a variety of internal and external audiences, including providing a summary to Mission management and USAID/Washington on evaluations undertaken by USAID/Ghana's technical teams and ensuring that each evaluation is posted to the Development Experience Clearinghouse (DEC).

- Establish and manage systems to annually review the status of program/project objectives and associated monitoring and evaluation plans.
- Incorporate M&E into all appropriate Mission policy documents, including but not limited to the Mission Order on Performance Monitoring and Evaluation.
- Analyze and identify program and strategy options based on evaluations conducted by the Mission and through a broader analysis of evidence based programs, and provide recommendations to technical teams, PPD, and Mission management.
- Train Mission staff on M&E methodologies and lessons learned;
- Manage the implementation of Mission performance and impact evaluations. This will entail developing Statements of Work (SOW), reviewing evaluation designs and plans, conducting field visits, and ensuring compliance with the Agency's evaluation policy.
- In coordination with the PPD Office Director, liaise with the Government of Ghana to coordinate and streamline monitoring and evaluation efforts.
- Develop and maintain a monitoring and evaluation network covering such communities as the Government of Ghana, non-governmental organizations, professional organizations, USAID partners, and other USAID Missions
- Build the capacity of local Ghanaian institutions to enable them to lead USAID/Ghana's external evaluations.
- Organize and lead a Mission-wide M&E peer group that will: review scopes or work and other M&E related documents; develop M&E training modules; act as in-house technical experts on M&E methodologies to inform project design; verify the validity of key crosscutting indicators; and oversee sharing of 'best practice' and knowledge management, including editing of documents to be uploaded to the DEC.

## **B. Maintain and Update the Mission Performance Management Plans**

- In collaboration with technical teams, the M&E/GIS Specialist will maintain and update the PMP indicators and targets for economic growth, basic education, health, and governing justly and democratically in compliance with U.S. Government regulations, standard indicators, and other monitoring and evaluation requirements.

## **C. Portfolio Reviews**

- Assist technical teams with the preparation and analysis of performance data for the semi-annual and annual portfolio reviews to determine progress of a program area/element.
- Ensure that Agency, Mission, Congressional, Development Partner (DP), and Government of Ghana requirements are tracked and adequately reported on during the portfolio reviews. These include gender equity, disability, minority serving institutions, collaboration with DP's and the Government of Ghana.
- Collaborate with support offices and PPD's budget specialist to prepare accurate pipeline reports, resource requests, as well as procurement plans for the portfolio reviews.
- Document the portfolio reviews by preparing minutes to capture issues, discussions, and recommendations, and collaborate with the Administrative Assistant to prepare the issues memos for distribution.
- Prepare an Action Tracking Sheet to monitor quarterly the progress toward completing tasks developed during the review.
- Invite external and internal stakeholders annually to determine if the program is "on track."

#### **D. Annual Reporting of Performance and Projections**

- Collaborate with technical teams to complete their annual performance reporting (narratives and indicators) and establishing targets for out years.

#### **E. Data Quality Assessments**

- Participate in data quality assessments to ensure validity, integrity, precision, reliability, and timeliness of all performance data.
- Identify deficiencies and suggest corrective actions.

#### **F. Site Visits**

- Conduct periodic site visits to assess partner and Government of Ghana data collection methods and provide technical assistance to implementing partners.
- Provide written and oral reports to PPD and technical teams on progress, impact, constraints, and opportunities.

#### **G. Geographic Information Systems**

- Manage and supervise the use of ArcGIS desktop enabled GIS Platform for producing maps for Mission management and technical teams.
- Work closely with USAID's GeoCenter and Chief Information Office (M/CIO) in Washington on AidTracker and locating projects.
- Deploy the best GIS tools and make them available to the Mission and implementing partners.
- Support implementing partners to set up, use, and share GIS data sets with the Mission.
- Support the Government of Ghana's spatial planning efforts through Sector Working Groups and the National Development Planning Commission.

#### **H. Technical Reviews**

- Review statements of work and program descriptions to ensure that methods to measure performance results are accurately included.
- Participate in technical reviews and provide comments on draft documents to ensure that evaluations meet Mission management needs and Automated Directives System requirements.

#### **I. Performs other duties and tasks as assigned**

#### **Required Qualifications and Selection Criteria**

- A. Education:** A Bachelor degree in a development related field or research such as economics, agriculture economics, public health, primary education, democracy and governance, as well as academic and professional experience in statistical sampling and mathematics is a required qualification.
- B. Work Experience :** Five years of progressively responsible prior experience in economic and/or social development is required. At least three years of this professional experience should be in the area of monitoring and evaluation. Experience should include statistical sampling, GIS, data analysis, research techniques and findings, and interpretation of findings in written and oral form.
- C. Language Proficiency:** Level IV proficiency in spoken and written English is required.
- D. Other Skills/Abilities:** The ability to set objectives, plan, and follow-through on multi-tasks is important as well as ability to analyze and draw logical conclusions based on analytical findings is required. Excellent time management skills are critical to managing program-funded and reporting tasks. The Program & Project Development Office is a dynamic office that responds to the Agency's culture of frequent changes. The candidate must therefore be flexible and have the ability to respond to frequent changes.

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues, and partners are required, as well as maturity, objectivity, resourcefulness, adaptability, and sound professional judgment. The ability to establish and maintain professional and effective contacts with Government of Ghana officials, Development Projects, and AID/Washington offices is required.

Computer skills required include the ability to function in Microsoft OUTLOOK, WORD and EXCEL and other statistical GIS software packages.